

**HILTON CREEK COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
MARCH 9, 2021
5:00 P.M.**

Minutes

- 1. Steve Shipley called the meeting to order at 5:10 p.m.**

A. ROLL CALL

Members Present: Cindy Adamson, Isabel Connolly, Windsor Czeschin, Garrett Higerd AND Steve Shipley

Members Absent: None

Staff Present: Kyle Burnett, Lorinda Beatty

- 2. ADDITIONS TO AGENDA**

None

- 3. PUBLIC COMMENT**

There were no public comments.

- 4. CONSENT AGENDA**

A. Financial Reports

1. Consideration & Approval of Disbursements List
2. One-signor Checks 8158-8165

B. Review Acceptance of Monthly Financial Reports

1. Account Balances – All Funds
2. Revised Budget Report: YTD Actual to Budget Report
3. Southern California Edison Report

C. Approval of Minutes

1. Minutes of the Regular Board Meeting of March 9, 2021

Consent Agenda Items pulled for Discussion were items 4A1, 4B2 and 4B3. Ms. Czeschin requested clarification and discussion regarding disbursement check No. 8152 to MCWD and an agreement with Vendor/Contractor J.T. Hatter. Mr. Burnett advised that this was an arrangement made in 2017 and was never resolved. The arrangement is now resolved, and this type of transaction will not be allowed in the future. Mr. Shipley commented that the Board was never made aware of this arrangement in 2017.

Ms. Czeschin asked that the budget be revised soon to reflect the year's ongoing financial changes and that used percentages be added to the Juniper Drive Budget and noted changes to the SCE bill.

Motion: To accept the Consent Agenda Items as presented and discussed.

Moved by Ms. Czeschin, Second by Ms. Adamson

Ms. Adamson	Ms. Connolly	Ms. Czeschin	Mr. Higerd	Mr. Shipley
Aye	Aye	Aye	Aye	Aye

5. SEWER FACILITIES UPDATE - GENERAL MANAGER UPDATE

A. General Manager Report on Status of Facilities and Operational Stability.

Mr. Burnett reported that the plant is running well. A quarterly testing report will be provided at the April Board Meeting. Extra water testing continues for the placement of the monitoring well monitoring to be determined by Lahontan.

SoCalRen will be visiting the plant later this month or early next month and some of the projects Mr. Burnett will be working with them on are: energy efficiency pumps and controls, SCADA system with probes and smart monitoring, VFDs for select equipment and battery back-ups, water testing and solar are a part of the agenda.

6. NEW BUSINESS

A. Request for Relief

Ms. Beatty introduced Mr. and Mrs. Mascarenas who request relief due to the passing of their tenant. Mrs. Mascarenas stated that probate could be from 9-18 months and during that time they are not allowed to touch the property and are requesting relief for the sewer fees until the unit can be rented again.

Discussion from the Board confirmed that Mr. and Mrs. Mascarenas will be paid the rent from the estate's attorney until the estate is settled. The Board understands as a landlord the situation is difficult but must view the situation from the perspective of the Board. If there were some sort of disaster such as a fire, the District, in the past has granted relief; however, the ordinance does not allow for this type of relief.

Ms. Mascarenas stated that she feels that in the future the District should provide more consideration toward landlords if the property is unusable or unrentable.

The Board advised Mr. and Mrs. Mascarenas that the District has had similar request in the past and have denied the requests and therefore, would have to deny their request. However, if there is a change to the current situation Mr. & Mrs. Mascarenas are welcome to come back to the Board at that time.

Mrs. Mascarenas thanked the Board and appreciated the Board's time and consideration.

B. Single Unit Accessory Dwelling Unit Connection Fee

Mr. Burnett advised that it was brought to his attention that connection fee on accessory dwelling units (ADUs) has not been historically followed.

According to the Ordinance with annual increases should be the connection fee \$7,293. It appears that the historical practice of Hilton Creek has been to not charge the connection fee if an existing sewer lateral can be used. If unable to connect to the later then the owner is charged the connection fee.

The Board discussed the possibility of amending the ordinance in the future. Mr. Burnett asked for permission from the Board to not charge for immediate future ADU's that are connecting to the existing lateral for their property until there is a proper ordinance developed.

It was the consensus of the Board that ADU's will not incur a connection fee if they are connecting to an existing lateral for their property until a new ordinance is approved.

C. Project List

Mr. Burnett presented a project list to help with financial planning. Some items on the list are in conjunction with SoCalRen as they are related to energy efficiency. The projects also included a back-up generator for the plant, and aging infrastructure which will need to be replaced. This is not an exhaustive list but is a beginning step toward preparing for future projects.

SDRMA – Insurance

Mr. Burnett advised that after reviewing insurance documents it was found that the District is under insured. The buildings, aeration basins and lift stations are either under insured or not insured. The District does not have earthquake insurance. Mr. Burnett acquired a quote for an appraiser but will cost approximately \$4,800. The Board was not in favor hiring an appraiser but was in favor of adjusting insurance and property values and adding earthquake insurance.

D. Elderberry Spill

Mr. Burnett advised the Board that there was a small spill out of a property's sewer later according to the property owner. There was a blockage that was cleared with the vactor truck. There have been previous problems with this line and evidence that the tree roots are into the line. Mr. Burnett requested funds of approximately \$20,000 to begin vactoring this fiscal year and another \$20,000 in July of next fiscal year.

It was the consensus of the Board to approve the disbursements of \$20,000 to for this fiscal year to vactor and tv lines.

7. OLD BUSINESS

A. Sierra Springs Spill updates

Mr. Burnett reported that there are no updates. If there is a fine it could be some time in the future.

B. Sierra Springs Easements

A public comment suggested that based on their experience with the Sierra Springs HOA it is not recommended to spend a significant amount of funds preparing plans until the District has confirmation that the HOA will provide the easements. This might be accomplished through a conceptual drawing first.

Mr. Burnett responded that the District already owns the easements; therefore, the District would not need to purchase the easements. The District would need to develop the easements by acquiring permits and engineering plans. Mr. Burnett has contacted, Lahonton, Department of Fish and Wildlife and Army Core of Engineers in Mono County. There was some discussion about permits required and how to move forward. Mr. Burnett proposed to send a letter to the homeowners.

8. NEW ITEMS/ADDITIONS FOR FUTURE AGENDAS

None

9. BOARD MEMBER COMMENTS/REPORTS

No Comments

10. ANNOUNCEMENTS

A. Regular Board Meeting April 13, 2021 at 5:00 p.m.

12. ADJOURNMENT

Motion: To Adjourn the March 9, 2021 Regular Board Meeting at 8:12 p.m.

Moved by Ms. Connolly, Second by Ms. Adamson

Ms. Adamson
Aye

Ms. Connolly
Aye

Ms. Czeschin
Aye

Mr. Higerd
Aye

Mr. Shipley
Aye